










## DIGITAL PRESERVATION CAPABILITY SELF-ASSESSMENT

### Index Score Results

Component	Nominal	Minimal	Intermediate	Advanced	Optimal	Comments
<b>Digital Preservation Policy</b>		○				Policies do not cover all digital records and references to electronic records are related to obsolete technology
<b>Digital Preservation Strategy</b>	○		○			Use of some preservation file formats for some records; However, have not planned for periodic testing of archived records or periodic renewal of storage devices and media
<b>Governance</b>		○	○			Policies do not address individual responsibility for using naming conventions or preservation of created or received records; historical value is not defined
<b>Collaborative Engagement</b>	○	○				Retention policy requires consultation with the Attorney General, State Archivist, State Auditor and State Records Management; No collaboration exists with law enforcement which now holds the original digital or paper record of traffic citations
<b>Technical Expertise</b>	○					Expertise exists within individuals with an interest in this subject but has not been incorporated into continuing education and training or into assigned job responsibilities

<b>Open Standard Technology Neutral Formats</b>						Use of some Open Standard technology with few or no technology dependencies includes TIFF (for Odyssey documents); WAV and MP3 digital formats for trial court and Supreme Court proceedings
<b>Designated Community</b>						No decision has been made on archival repository of digital records
<b>Electronic Records Survey</b>						Scope and volume of some records is ascertainable (Odyssey, Jury, Digital Audio, E-Mail, Webpages) however distinguishing between what is original or a duplicate is not possible nor it is possible for some types of records (word processing documents, unlabeled recordings) to identify the content and preservation value of individual records
<b>Ingest</b>						Digital records are preserved but not systemically checked for viruses or content and form validation
<b>Archival Storage</b>						Some records are maintained in non-conforming archival storage (CDs, audio tapes, backup storage tapes)
<b>Device/Media Renewal</b>						No device/media renewal protocol in place
<b>Integrity</b>						No documented procedure for integrity protection of records

<b>Security</b>				○		Disaster Recovery procedures exist; Firewall protection exists; Secure off-site location exists; on-going costs to maintain the off-site location and periodic need for a system-wide review of continuance of operation protocols remain as areas of concern
<b>Preservation Metadata</b>	○					The extent to which metadata is created, captured, maintained or able to be transferred is unknown
<b>Access</b>	○					The extent and method of archiving records off the system have yet to be determined as is the extent and method of access to any records that are eventually archived off the system